

To All New and/or Prospective Maconaquah Employees:

As of July 1, 2016, Indiana Code dictates that all applicants for employment with school corporations are required to obtain: 1) an expanded child protection index (DCS) check, 2) an expanded criminal history check, and 3) for certificated employees, an inquiry with the Department of Education of each state in which the individual has resided since the age of 18 to identify whether a teaching license has been suspended or revoked. within the first 90 days of employment, preferably before employment begins.

Maconaquah School Corporation has contracted with Safe Hiring Solutions to perform these expanded background, DCS, and license checks, which meet the prescribed requirements. In order to begin or continue your employment with us, you will need to visit the Safe Hiring website to initiate this process. The Maconaquah link to the application is located on the Maconaquah website at www.maconaquah.k12.in.us under Employment. **Due to security restrictions, you will not be able to complete this process using your cell phone, iPad, or Internet Explorer.** If you do not have the required internet access, you are welcome to come into the Maconaquah administration building during normal business hours to use a computer to enter your information.

The cost for the expanded criminal history check is \$24.90 for classified staff (non-teachers), and \$28.85 for certificated individuals. Additional charges could be incurred under certain circumstances. You will be notified of these additional charges prior to submitting your payment information. You may pay on-line by credit or debit card. If you do not have a credit or debit card, you will need to bring a cashier's check or money order (in the amount of \$24.90, made payable to Safe Hiring Solutions) to the administration building. One of our system administrators will collect and enter your information into Safe Hiring Solutions' data base to complete the expanded checks.

The following information will be required to complete the application process:

- Full name (first, middle, last)
- Any other names you have been known by (maiden or formerly married)
- Current Address
- Previous addresses (past 10 years)
- Social Security Number
- Birth Date
- Driver's License Number and State of Issue
- Daytime and evening telephone numbers
- E-mail address (if available)

Completed reports will be delivered directly to our system administrators by Safe Hiring Solutions and will become part of your employment file. If you would like to have a copy of your report, please let us know and we will be glad to provide it to you. If you have completed an expanded criminal history & DCS report from another corporation within the last 3 months, you may use this report.

If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Laura Stephens
Assistant to the Superintendent